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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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April 29, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **LOCKWOOD ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Lockwood Elementary School (Lockwood), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through December 2003. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers the ASEP, which incorporates educational, recreational and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Lockwood is one of the 71 school sites providing the ASEP and is located in the Third District.

Lockwood is paid with a negotiated monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, Lockwood was paid approximately \$135,000.

Purpose/Methodology

The purpose of the review was to determine whether Lockwood provided the services outlined in the contract with DPSS. We also evaluated Lockwood's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Lockwood's daily schedule, students' attendance records, personnel and payroll records and interviews with Lockwood staff and students.

Results of Review

Overall, Lockwood is providing the services outlined in its County contract. Lockwood maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including homework assistance, reading, writing and recreation. In addition, Lockwood achieved their planned service levels for the first six months of FY 2003-04.

Attached is a detailed report of the monitoring review.

Review of Report

On April 26, 2004, we discussed our report with LAUSD, who agreed with the report's findings. In addition, we notified DPSS and LAUSD of the results of our review.

We thank Lockwood for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Roy Romer, Superintendent, Los Angeles Unified School District
Donna Lawrie, Principal, Lockwood Elementary School
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
LOCKWOOD ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Lockwood Elementary School (Lockwood) provided the services billed in accordance with the Department of Public Social Services' (DPSS) contract.

Verification

We interviewed the Site Coordinator Assistant of Lockwood and reviewed students' attendance records, a daily activity schedule and a monthly lesson plan. We also observed students participating in homework assistance, reading, recreation and snack during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Lockwood billed DPSS to Lockwood's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether the students are eligible for the ASEP and actually received the services from Lockwood that Los Angeles Unified School District (LAUSD) billed DPSS.

Verification

From December 2003 invoice, we interviewed ten students to confirm that they received the ASEP services shown in the daily activity schedule and a daily snack. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System.

Results

No exceptions. All ten students were eligible to receive program services. The students interviewed stated that they enjoyed the program activities. They also stated

that they received a daily snack and participated in various activities, including homework assistance, reading, writing and recreation.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS

Objective

Determine whether Lockwood's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract.

Verification

We interviewed the Site Coordinator Assistant and reviewed Lockwood's timekeeping records for the staff assigned to the ASEP. We also observed the ASEP staff working with students during the ASEP.

Results

No exceptions. The staff-to-students ratio on that day did not exceed the 1:20 ratio. On March 1, 2004, we made an unannounced visit to Lockwood and observed four staff working with 31 students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Lockwood's staff meet the qualifications as required by LAUSD's and DPSS' contracts.

Verification

We selected two Site Coordinators and three program staff. We reviewed the Department of Education's website to confirm the current teaching credentials of the two Site Coordinators. We interviewed the three program staff and reviewed their personnel files.

Results

Staff assigned to the ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the Site Coordinators possess the appropriate credentials.

Recommendations

There are no recommendations in this section.

SERVICE LEVELS**Objectives**

Determine whether Lockwood met its planned service levels of 29 students per month.

Verification

For the period July through December 2003, we compared the number of students shown on LAUSD's invoices to the LAUSD's planned service levels.

Results

No exceptions. During our review period, Lockwood's actual service levels of 39 students per month exceeded their planned service levels of 29 students per month. According to LAUSD's Project Director, Lockwood enrolled more students to the ASEP due to a high student attendance caused by the District's multi-track school systems.

Recommendations

There are no recommendations for this section.